



Department of ADMINISTRATIVE SERVICES *Job Postings*



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE ENROLLMENT MANAGEMENT SPECIALIST FULL TIME 12 MONTH, TENURE TRACK POSITION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Winsted, CT

Minimum Salary: \$ 49,516 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: July 5, 2017

Minimum Qualifications: Bachelor's degree in a related field with at least three (3) years' of experience involving student financial aid and admissions assistance in a higher education environment. Strong information technology skills and knowledge of Banner (SCT) system preferred. Familiarity with state and federal funding sources; regulations and policies; personal financial advisement; excellent interpersonal, organizational, and communication skills. An understanding of the mission of the community colleges and a demonstrated ability to respond to and work with multiple constituencies and diverse populations are essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Responsibilities: Under the direction of the Associate Dean of Enrollment Management, the incumbent is accountable for assisting in operating the College's programs of financial assistance and admissions to contribute to attracting and retaining students. These duties include, but are not limited to: assisting in the accurate and proper distribution of financial assistance to eligible students; counseling of students and parents on personal financial management as well as providing counseling on academic and personal direction; reviewing and processing applications for admissions including screening academic transcripts, placement testing, and other related materials; preparing periodic reports on the status and use of financial assistance funds; participating in student outreach and recruitment programs; and interacting extensively with students, parents, faculty, staff, and the public.

Application Instructions: PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages will be accepted for consideration. The final candidate will be required to successfully pass a background check.

1. Letter of Intent
 2. Resume
 3. Names and contact information of three (3) professional references
 4. Typed Board of Regents Employment Application, available at: [NCCC Human Resources forms](#)
 5. Unofficial Transcripts from each Degree-Granting Institution
- You may email your application package to **NW-HumanResources@nwcc.edu**

NCCC does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin, ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability, prior criminal record or any other protected class in its programs and activities. In addition, NCCC does not discriminate against persons on the grounds of political beliefs or veteran status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) NCCC, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, Rgonzalez@nwcc.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.